

## Chapter 9

# **Manuals and Publications** **Necessary to the management of** **Indiana Public Libraries**

### **1. Accounting and Uniform Compliance Guidelines Manual for Libraries**

Reissued 2003, revised yearly, (many times referred to as “Budget Manual”, request copies from State Board of Accounts, 1-317-232-2521). This manual is now on the web and can be downloaded:

<http://www.in.gov/sboa/2404.htm>

You can then search the manual using the “find” function of your document program.

### **2. Handbook on Indiana’s Public Access Laws\***

The revised edition (updated April 2008) is available online, prepared by the Office of the Attorney General and Office of the Public Access Counselor. The new public access counselor, Heather Neal, revised the handbook.

Request copies from the Public Access Counselor, W074, Indiana Government Center South, 402 West Washington Street, Indianapolis, Indiana 46204 or print from the web:

[http://www.in.gov/pac/files/pac\\_handbook.pdf](http://www.in.gov/pac/files/pac_handbook.pdf)

\*see the Survival Guide’s Chapter 6 - Indiana Library Laws for a copy of this handbook

### **3. Indiana Library Resource Sharing Manual\*** 1997

<http://www.in.gov/library/2881.htm>

\*see the Survival Guide’s Chapter 16 - Interlibrary Loan for a copy of this manual

### **4. Indiana Public Library Directory 2008**

New edition yearly

<http://www.in.gov/library/files/08dir2col0324.pdf>

**5. IN The Public Trust-A Reference Manual for Indiana Public Library Board Members\***

1993 (Trustee Manual), with revisions for 2005

\*see the Survival Guide's Chapter 9 - Duties of Director and Library Board for a copy of this manual.

<http://www.in.gov/library/2913.htm>

**6. Library Budget Manual...a Guide Through the Process of Local Government Budgeting**

To purchase the manual, send a request in writing to the attention of Kaitlin Boldt, Department of Local Government Finance, 100 N. Senate Ave, N-1058(B), Indianapolis, IN 46204. Please enclose a check made payable to the Department of Local Government Finance in the amount of thirteen dollars (\$13.00). Or, you can pick up the manual directly from our office for ten dollars (\$10.00) by contacting Kaitlin Boldt at (317) 232-3774.

[http://www.in.gov/dlgf/local/library\\_budget\\_man.pdf](http://www.in.gov/dlgf/local/library_budget_man.pdf)

**7. Library Laws IC 36-12\***

2004

\*see the Survival Guide's Chapter 6 - Indiana Library Laws for a copy of this publication

[www.ai.org/legislative/ic/code/title36/ar12/index.html](http://www.ai.org/legislative/ic/code/title36/ar12/index.html)

**8. Statistics of Indiana Public Libraries**

New edition yearly

Available on-line only at:

<http://www.in.gov/library/2669.htm>